UN

Distr.
GENERAL

IDB.9/4
16 March 1992

United Nations Industrial Development Organization

ORIGINAL: ENGLISH

Industrial Development Board

Ninth session
Vienna, 18-22 May 1992
Item 15 of the provisional agenda

VENUE OF THE FIFTH SESSION OF THE GENERAL CONFERENCE

Report by the Director-General

Summary

In compliance with resolution GC.4/Res.30, reports on consultations with the Government of the Republic of Cameroon for detailed arrangements for holding the fifth session of the General Conference in Yaoundé.

At the invitation of the Government of Cameroon and pursuant to resolution GC.4/Res.30 of the General Conference, a mission of three UNIDO staff members was dispatched to Yaoundé from 24 to 27 February 1992 to undertake consultations with the Government for detailed arrangements for holding the fifth session of the General Conference in Yaoundé. The report of the mission is contained in the annex to the present document.

V.92 51964 2645E
Distr.: 19 March 1992

Annex

REPORT OF MISSION TO YAOUNDE, CAMEROON
(24-27 February 1992)

1. Discussions with the Ministry of Industrial Development and Commerce, which was responsible for the programme, focused on coordination of all relevant aspects. In addition, meetings were held with numerous other Ministries and offices, including the Ministry of Foreign Affairs. Despite the absence of some officials from Yaoundé, it was possible to realize nearly the full programme planned by the Ministry. The Government informed the mission that, in the interest of smooth coordination, a National Committee was being established to serve as a focal point for all organizational arrangements should the Conference be held in Yaoundé.

I. CONFERENCE FACILITIES

2. As the venue of the Conference the Government has offered the Palais de Congrès at Yaoundé, located at the Mont Nkol-Nyara outside the city centre. Requirements for facilities, services and equipment had been notified to the Government in November 1991, and were thoroughly discussed by the UNIDO mission with senior staff of the Palais de Congrès. All available conference rooms and offices were visited and it was agreed that, subject to certain modifications and adaptations, the Palais de Congrès would offer facilities adequate to accommodate the General Conference. Specifications with respect to required modifications were requested by the Government, and in general officials considered that the necessary adaptations would pose no serious difficulty.

3. The main conference room for the plenary has a capacity of 1,500 seats on two levels, and the main committee could be accommodated in a suitable room with a capacity of 400 seats. Adequate space is available for smaller meetings, and office space would be sufficient subject to the partitioning of large exhibition areas to accommodate the requirements of the Conference secretariat.

4. While the extent of interpretation equipment is adequate for both the plenary and the main committee subject to minor modifications, the available equipment may require technical improvement. It was underlined by the Palais de Congrès management that the equipment would be upgraded to up-to-date standards.

5. There are at present no reproduction or photocopying facilities at the Palais. UNIDO was asked to provide specifications for the equipment, as well as volume information, to ensure the smooth handling of in-session documentation. Suitable photocopy machines would also be required.

6. Personal computers and printers for word processing and typewriters with appropriate keyboards would be provided by UNIDO and included in the air freight shipment. Transcription equipment and related supplies would also be provided by UNIDO.

7. In order to keep the detachment of the UNIDO Secretariat to the absolute minimum (estimated at around 165 staff), the Government has been advised that approximately 50 local staff would be required as bilingual typists, assistant conference clerks, registration, documents, reproduction and distribution clerks, ushers and messengers to be financed by the Government.

8. Additional telephone lines for international calls and for telefax and telex facilities would be required, the installation of which appeared to pose no problem to the Ministry of Information.

II. FINANCIAL ARRANGEMENTS

9. In accordance with rule 8 of the rules of procedure of the General Conference, the actual additional costs directly or indirectly involved in holding a session away from the seat of the Organization shall be borne by the host Government. The financial implications of holding the Conference in Yaoundé were fully explained to officials of the Ministry of Industrial Development and Commerce, and a copy of the provisional estimates of additional costs of holding the session away from Headquarters was provided to the Ministry. A copy of the draft model agreement was also provided to relevant government officials. Specific points with respect to financial implications raised during the final meeting of the mission, at which the Ministry of Finance was also represented, are included in paragraphs 10 to 12 below.

10. It was emphasized that the final cost to the Government was the actual additional costs incurred and that UNIDO would require financial advances from the Government to ensure that costs were not covered temporarily from the resources of the Organization. Additional costs include, but are not limited to, travel costs and daily subsistence allowance for UNIDO staff, preparatory missions and air freight costs for supplies and equipment needed to service the Conference.

11. In addition to the costs foreseen under rule 8, the Government would incur substantial local costs for, inter alia, communications, printing equipment, provision of offices and restaurant facilities, possible upgrading of equipment at the conference centre, local transportation of staff and delegates to the Palais de Congrès and the provision of local staff to assist in the running of the Conference.

12. The UNIDO team emphasized the importance of ensuring the availability of a sufficient number of flights from Yaoundé to destinations in Europe in order to ensure that staff are able to leave immediately after the Conference. Any delays could prove costly to the host Government in terms of daily subsistence allowance and salaries of contracted international staff.

III. LOCAL INFRASTRUCTURE

13. A modern airport in Yaoundé is already operational for domestic flights, with international flights expected to start by summer

1992. While connections to European destinations will initially be somewhat limited, Cameroon Airlines has indicated that additional flights would be scheduled to better accommodate the requirements of participants. It was emphasized that, in accordance with established United Nations practice, a maximum of 40 staff members may travel on the same flight.

14. Government officials indicated that a total of 450 rooms in the five-star category (Sofitel and Hilton), in addition to adequate accommodation in middle class hotels, would be blocked by the Government for the Conference. It was agreed that, due to its location, UNIDO staff would be accommodated at Sofitel and that 165 rooms (single occupancy) would be blocked by the Government for that purpose for their arrival several days prior to the Conference. Arrival dates of UNIDO staff, some of whom would be required at the conference site considerably in advance of the session, would have to be arranged in consultation with the Government. Transportation from hotels to the Palais de Congrès would be provided by the Government.

15. A copy of the information booklet prepared by the Government of Thailand prior to the second session of the General Conference was provided, and authorities indicated that a similar booklet would be prepared if Yaoundé is chosen as the venue for the fifth session.